



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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February 5, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF NINE HOUSEKEEPING SERVICES AGREEMENT AMENDMENTS
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to execute nine housekeeping services agreement amendments, substantially similar to Exhibit I, of which six are with Pedus Building Services, Inc. (Pedus), Agreement Nos: H-202882-13, 68092-7, H-202327-12, H-202890-15, H-203066-12, and 71207-3, and three are with P.A.A. of California, Inc. (PAA), Agreement Nos: H-203078-9, H-202910-11 and 71728-2, effective March 1, 2004, to extend the terms on a month-to-month basis to expire no later than May 31, 2004, for a total contract maximum obligation of \$2,913,306.
2. Delegate authority to the Director of Health Services, or his designee, to obtain emergency or expanded services at a cost not to exceed 5% of \$2,774,577, if it is within the receiving Department's budget, as reviewed by the Chief Administrative Office, for an increase up to \$138,729, for a revised total of \$2,913,306.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In approving the above actions, the Board is authorizing the Director of the Department of Health Services (DHS or Department) to execute nine housekeeping services agreement amendments that will extend the terms on a month-to-month basis to expire no later than May 31, 2004. The delegated authority to the Director is needed to have the flexibility to obtain emergency or expanded services during the extension term.

Board approval of the recommended actions will allow DHS to continue housekeeping services and provide additional time to complete the Proposition A Housekeeping Services Request for Proposals (RFP) for all these DHS facilities.

This Board letter is not filed and submitted to the Board within the three week time frame because the Department pursued an aggressive RFP timetable and experienced unanticipated delays.

FISCAL IMPACT/FINANCING:

The total maximum obligation during the three month extension period for the nine agreements is \$2,913,306 (Attachment A). Funding of \$2,913,306 is included in the Fiscal Year (FY) 2003-04 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The amendments will provide time for the Department to complete the evaluations of twelve proposals received in response to the RFP which was released on October 20, 2003. The Department issued one RFP for nineteen facilities, arranged into four separate groups, that included consistent statements of work and performance requirements to obtain the most cost effective contracts. The Department intends to award four separate contracts, one for each group of facilities.

The Department received significant competition for all four facility groups, from both large and small businesses. The Department pursued an aggressive timetable. However, the unusually large number of proposals resulted in an extended evaluation period. The Department expects to return to the Board with recommendations for the four new contracts prior to May 31, 2004.

All nine of the housekeeping services agreement amendments are being extended at their current monthly price with no increase in labor and administrative costs and they also include all the latest Board approved standard language.

The delegated authority provides the facilities with the flexibility to provide for emergency or expanded services with prior written approval of the facility's administration and finance staff. The Director, or his designee, will initiate a change notice describing the services to be provided, the amount of time required and the cost.

Attachment A provides additional information.

County Counsel has reviewed and approved the sample agreement amendments as to form.

CONTRACTING PROCESS:

It is not appropriate to advertise agreement amendments on the Los Angeles County On-line Web Site as a business opportunity.

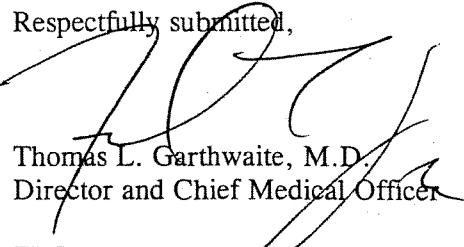
The Honorable Board of Supervisors
February 5, 2004
Page 3

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Provision of contract housekeeping services will be allowed to continue at DHS facilities without interruption.

When approved, this Department requires three copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:lm
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Attachments (2)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF HOUSEKEEPING SERVICES AGREEMENT AMENDMENTS

CONTRACT NUMBER	FACILITY	PROVIDER	MAXIMUM OBLIGATION (3 MONTHS)
H-202882-13	Harbor/UCLA Medical Center	Pedus Building Services, Inc.	FY 2003-04 \$1,182,000
68092-7	DHS Administrative Offices Commerce	Pedus Building Services, Inc.	FY 2003-04 \$108,658
H-202327-12	El Monte Comprehensive Health Center	Pedus Building Services, Inc.	FY 2003-04 \$78,759
H-202890-15	Mid-Valley Comprehensive Health Center and North Area Health Centers: Antelope Valley Health Center; Burbank Health Center; Glendale Health Center; North Hollywood Health Center; Pacoima Health Center; San Fernando Health Center; Lake Los Angeles Community Clinic; Littlerock Community Clinic; and South Valley Health Center	Pedus Building Services, Inc.	FY 2003-04 \$165,462
H-203066-12	Olive View/UCLA Medical Center	Pedus Building Services, Inc.	FY 2003-04 \$1,042,041
71207-3	High Desert Health System	Pedus Building Services, Inc.	FY2003-04 \$169,527
H-203078-9	Ruth Temple Health Center	P.A.A. of California, Inc.	FY 2003-04 \$58,403
H-202910-11	Long Beach Comprehensive Health Center	P.A.A. of California, Inc.	FY 2003-04 \$69,000
71728-2	Six Health Facilities (Whittier Health Center and La Puente Health Center)	P.A.A. of California, Inc.	FY 2003-04 \$39,458

TOTAL FY 2003-04 MAXIMUM FUNDING AVAILABLE: \$2,913,306

*All figures are rounded to the nearest dollar.

1. Type of Service:

Environmental housekeeping services.

2. Agency Addresses and Contact Persons:

Pedus Building Services, Inc.
601 Potrero Grande Drive, 3rd Floor
Los Angeles, California 91754
Attention: Enio Martinez, Vice President/General Manager
Telephone: (323) 837-0222

3. Agency Addresses and Contact Persons (Cont'd):

P.A.A. of California, Inc.
909 South Glendora Avenue
West Covina, California 91790
Attention: Alexander Elliott, President
Telephone: (626) 966-1203

4. Term:

The agreements are being extended effective March 1, 2004, on a month-to-month basis to expire no later than May 31, 2004.

5. Financial Information:

See above chart.

6. Program Information:

The agreement amendments provide for housekeeping services at nineteen DHS facilities and includes: custodial cleaning, window washing, light fixture cleaning, trash removal and parking lot sweeping.

7. Approvals:

Contracts Administration:	Miles Yokota, Director
Contracts and Grants Division:	Diana Sayler, Interim Chief
County Counsel (approval as to form):	Elizabeth J. Friedman, Senior Deputy County Counsel

HOUSEKEEPING SERVICES AGREEMENT

HARBOR-UCLA MEDICAL CENTER

Amendment No. 13

THIS AMENDMENT is made and entered into this _____ day
of _____, 2004,

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

PEDUS BUILDING SERVICES, INC.
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled
"HOUSEKEEPING SERVICES AGREEMENT HARBOR-UCLA MEDICAL CENTER",
dated September 21, 1993, and any amendments thereto, all further
identified as Agreement No. H-202882 (hereafter "Agreement"); and

WHEREAS, the parties have agreed to an extension of the term
on a month-to-month basis to expire no later than May 31, 2004;
and

WHEREAS, Agreement provides that changes to its terms may be
made in the form of a written amendment which is formally
approved and executed by the parties.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. This Amendment is effective March 1, 2004.
2. Schedule 4 shall be attached to this Amendment and
incorporated in Agreement by reference and shall replace Schedule
- 3.

3. Agreement Paragraph 1, TERM, Paragraph A, is revised to read as follows:

"A. The term of this Agreement shall commence on September 21, 1993, and shall continue on a month-to-month basis in full force and effect to and including May 31, 2004, unless sooner terminated or canceled under the conditions of this Paragraph or conditions of the TERMINATION FOR CONVENIENCE Paragraph of this Agreement."

4. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services, and Contractor has caused this
Amendment to be subscribed in its behalf by its duly authorized
officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

BY _____
Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

PEDUS BUILDING SERVICES, INC.
Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
LLOYD W. PELLMAN
County Counsel

By _____
Deputy

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Health Services

By _____
Contracts Administration

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LM:02/02/04